

UNITED STATES GOVERNMENT

# Memorandum

TO : Director of Training

DATE: 21 November 1963

FROM : Chief/JOTP

SUBJECT: Weekly Activities Report #41  
13 - 19 November 1963

## A. SIGNIFICANT ITEMS

Among other elements of the Office of Training, the JOTP has moved to its new quarters in the Broyhill Building. We are now well settled physically. Each member of the staff is on top of his or her job. Much credit for the smoothness of our move, once it got under way, should be given to [REDACTED] who was in charge.

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## B. NORMAL ACTIVITIES

### 1. The Integrated Program

a. The JOT graduates of PM #6 reported to Headquarters 7 - 8 November for interviews in the Divisions to which they have been assigned. Assignments to SAS were not resolved, but decisions are expected this week. JOT's [REDACTED] are awaiting word on this. It was heartening to talk with the graduates of PM #6. Motivation, high morale, and satisfaction with the training characterized their attitudes.

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2. At the recommendation of his division, a JOT now in the field has been given a full grade merit promotion for outstanding achievement in [REDACTED] outposts.

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3. Mr. [REDACTED] informs me that the number of qualified internal candidates for the January Class is probably sufficient to bring it to full strength i.e. 75. Panel interviews with these candidates are beginning Friday, 22 November.

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DOC	4	REV DATE	20-7-81	BY	006194
ORIG COMP		OPI	11	TYPE	01
ORIG CLASS	CONFIDENTIAL	REV CLASS	CONFIDENTIAL		
JUST	22	NEXT REV	201	AUTH	HR 10-2

GROUP 1
Excluded from automatic
downgrading and
declassification

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5. [REDACTED], who has been on LWOP the past year, has expressed interest in reemployment. He is coming to Headquarters 14 November for consultation with [REDACTED]. If the Division can use him he will have to be picked up directly on its T/O. We have carried him long enough on JOTP.

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6. At the end of his leave following the completion of PM #6, [REDACTED] will resign to enter business. Although he realizes that the Agency has spent a great deal of money training him, he feels that although he is interested in our work his life time career should not be with us.

C. RECRUITMENT ACTIVITIES

See attachment.

D. PERSONNEL MATTERS

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[REDACTED] has announced her engagement.

E. TROUBLESOME MATTERS

There are plenty of problems to be solved in our new location. Members of the JOTP Staff are attacking them with imagination, constructively, and with good spirit.

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In order to familiarize himself with the phases of our activities [REDACTED] is walking through the various steps of our operations. He probably will not go through the psychiatric examination nor has he been scheduled for the extended briefing in the Registrar's Office.

Cigarette smokers have commented adversely on the fact that this building's vending machines soak 35¢ for the same package that can be bought at Langley for 30¢ or 22¢ over the counter. Every member of the staff has cut down, which is good.

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Attachment

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